

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. 2357

Page 1 of 1

Agency Department of the Environment
39.01.04.01.01181

Division/Unit: Water Management Admin.
Minerals, Oil & Gas Division

Item No.	Description	Retention
	SUPERSEDES 1901	
1.	<p><u>SURFACE MINING PERMIT FILES</u></p> <p>These files contain permits, modification, renewals, transfers, mining applications, mining & reclamation plans, right of entry agreements, field reports, position reports, general correspondence, certification of notification, invoices, copies of bonds, copies of bond releases, annual reports file, photos, drawings. Some of the files contain Compliance file along with mining permit file.</p>	Retain current records and files in office cabinets; annually review files; remove records 5 years from completion and permit, then destroy.
2.	<p><u>BLASTING SURFACE MINING FILES</u></p> <p>These files contain blasting analyses, correspondence including letters and memos.</p>	Results are retained electronically for five (5) years, then deleted. Retain hard copies for one (1) year, then destroy.
3.	<p><u>ACCOUNTING</u></p> <p>These files contain invoices, cash ledger, budget books, cash receipts and reconciliation files. These files are listed in fiscal year.</p>	Retain current records and files in office cabinets; annually review files; remove records 5 years past current calendar year, then destroy.

Scheduled Approved by Department, Agency, or Division Representative.

Date 9-28-05

Signature 

Typed Name: C. Edmon Larrimore

Title: Program Manager

Schedule Authorized by State Archivist

Date SEP 01 2005

Signature 

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page 1 Of
1. DEPARTMENT/AGENCY Maryland Department of the Environment	2. DIVISION Water Management Administration	3. UNIT Mining Program
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. RECORDS SERIES TITLE - Surface Mining Permits Files	5. EARLIEST YEAR / LATEST YEAR 1977 TO Present	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). <u>SURFACE MINING PERMIT FILES</u> These files contain permits, modification, renewals, transfers, mining applications, mining & reclamation plans, right of entry agreements, field reports, position reports, general correspondence, certification of notification, invoices, copies of bonds, copies of bond releases, annual reports file, photos, drawings. Some of the files contain Compliance file along with mining permit file.		
7. RECORD SERIES FORMAT(S) <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input checked="" type="checkbox"/> Letter Size Microfilm <input checked="" type="checkbox"/> Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (Specify) </div> <div style="width: 45%;"> 8. RECORD SERIES SEQUENCE Alphabetical <input checked="" type="checkbox"/> Numerical Chronological Geographical Other (Specify) </div> </div>	9. VOLUME <div style="text-align: right;"> <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) </div> <div style="text-align: center;"> _____ Number </div>	
10. ANNUAL ACCUMULATION <div style="text-align: right;"> <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) </div> <div style="text-align: center;"> _____ Number </div>		
11. FILE IS USED <input checked="" type="checkbox"/> Daily Weekly Monthly	12. FILE BECOMES INACTIVE AFTER <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> _____ Number </div> <div style="width: 20%;"> Month(s) </div> <div style="width: 40%;"> Year(s) </div> </div>	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 1800 Washington Blvd., Baltimore	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes partially Compliance Program- Inspectors No	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs <input type="checkbox"/> Yes PIA&FOIA <input type="checkbox"/> No	16. AUDIT REQUIREMENTS <div style="display: flex; justify-content: space-between;"> <div style="width: 33%;"> <input checked="" type="checkbox"/> None </div> <div style="width: 33%;"> <input type="checkbox"/> State </div> <div style="width: 33%;"> <input type="checkbox"/> Federal </div> <div style="width: 33%;"> <input type="checkbox"/> Independent </div> </div>	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) <input checked="" type="checkbox"/> Yes Foxpro No	RECOMMENDED RETENTION Retain current records and files in office cabinets, annually review files; remove records 5 years from completion. Permit then destroy.	
19. NAME AND TITLE OF PREPARER Melody Thrower Administrative Specialist III	20. TELEPHONE NUMBER (410) 537-3557	21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL
SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 1 Of

1. DEPARTMENT/AGENCY
Maryland Department of the Environment

2. DIVISION
Water Management Administration

3. UNIT
Mining Program

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE - Surface Mining Program - Blasting Files

5. EARLIEST YEAR / LATEST YEAR

1977 TO Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

SURFACE MINING FILES - Blasting Files

Result are retained electronically, hard copies are destroyed after data entry.

7. RECORD SERIES FORMAT(S)

X Letter Size Microfilm

X Legal Size Computer Tape

Bound Book Floppy Disk

Audio Tape Video Tape

Other (Specify)

8. RECORD SERIES SEQUENCE

Alphabetical

X Numerical

Chronological

Geographical

Other (Specify)

9. VOLUME

X File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)

Number

10. ANNUAL ACCUMULATION

X File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)

Number

11. FILE IS USED

Daily Weekly X Monthly

12. FILE BECOMES INACTIVE AFTER

Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

1800 Washington Blvd., Baltimore

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes partially Compliance Program- Inspectors No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes PIA&FOIA No

16. AUDIT REQUIREMENTS

X None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

X Yes Foxpro No

RECOMMENDED RETENTION

Retain current records and files in office cabinets, annually review files; remove records 5 year, then destroy.

19. NAME AND TITLE OF PREPARER

Melody Thrower
Administrative Specialist III

20. TELEPHONE NUMBER

(410) 537-3557

21. DATE

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 1 Of

1. **DEPARTMENT/AGENCY**
Maryland Department of the Environment

2. **DIVISION**
Water Management Administration

3. **UNIT**
Mining Program

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. **RECORDS SERIES TITLE** - Surface Mining Program - Accounting Files

5. **EARLIEST YEAR / LATEST YEAR**

1977 TO Present

6. **RECORD SERIES DESCRIPTION** (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

ACCOUNTING

These files contain invoices, cash ledger, budget books, cash receipts and reconciliation files. These files are listed in fiscal year.

7. **RECORD SERIES FORMAT(S)**

X Letter Size Microfilm

X Legal Size Computer Tape

Bound Book Floppy Disk

Audio Tape Video Tape

Other (Specify)

8. **RECORD SERIES SEQUENCE**

Alphabetical

X Numerical

Chronological

Geographical

Other (Specify)

9. **VOLUME**

X File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)

Number

10. **ANNUAL ACCUMULATION**

X File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)

Number

11. **FILE IS USED**

Daily Weekly X Monthly

12. **FILE BECOMES INACTIVE AFTER**

Number Month(s) Year(s)

13. **CURRENT LOCATION(S)** (Bldg., Floor, Room)
1800 Washington Blvd., Baltimore

14. **IS RECORD SERIES DUPLICATED ELSEWHERE?** (If yes, specify agency or office)
Yes partially Compliance Program- Inspectors No

15. **ACCESS RESTRICTIONS** If yes, cite law(s) & regs

Yes PIA&FOIA No

16. **AUDIT REQUIREMENTS**

X None State Federal Independent

17. **IS AN INDEX SYSTEM USED?** (If yes, explain briefly and describe any software/hardware)

X Yes Foxpro No

RECOMMENDED RETENTION

Retain current records and files in office cabinets, annually review files; remove records 5 year, then destroy.

19. **NAME AND TITLE OF PREPARER**
Melody Thrower
Administrative Specialist III

20. **TELEPHONE NUMBER**
(410) 537-3557

21. **DATE**